

# Media Guide For the Fourth Appellate District



| The Fourth Appellate District is committed to having a good working relationship with the media. The Court recognizes that its ability to provide and the media's ability to access accurate information in a timely fashion are of the utmost importance to the public.

### **Media Liaisons**

The Fourth Appellate District is divided into three divisions: Division One (San Diego), Division Two (Riverside), and Division Three (Santa Ana). Each division has a Presiding Justice who oversees the management of the court and is that court's main spokesperson.

The Clerk of the Court and the Assistant Clerk/Administrators for their divisions act as public information officers who can help journalists navigate the court system to obtain information.

The Clerk of the Court for the entire Fourth District is Stephen M. Kelly. He can be reached at (619) 744-0781.

The Assistant Clerk/Administrators are:

Division One - Kevin J. Lane (619) 744-0782

Division Two - Paula Garcia (951) 782-2530

Division Three - Kevin Stinson (714) 571-2617

### **How to Obtain Case Information**

| The California Appellate Courts Case Information System provides case information for those matters pending before the California Supreme Court and the Courts of Appeal. At this web site, you can view a case summary and docket, including the names of parties and attorneys, trial court information, list of scheduled actions, when briefs or other applications and motions were filed, and dispositions. Juvenile records are not available as they are considered confidential.

| The web site is <http://www.courts.ca.gov/4dca.htm>

Case information is updated once an hour throughout the business day. Viewing of documents on the web site is not yet available, but they may be viewed by visiting the Clerk's Office. Many people also use copy services to review files and make copies. Division One and Division Three have public copiers in the lobby.

Clerk's Office public hours are:

San Diego 9:00 a.m. to 5:00 p.m.

Riverside 9:00 a.m. to 4:30 p.m.  
Santa Ana 9:00 a.m. to 4:30 p.m.

You may contact the clerk's office directly for information regarding whether a writ or appeal has been filed that does not appear on the web site.

San Diego (619) 744-0760  
Riverside (951) 782-2500  
| Santa Ana (714) 571-2600

### **Oral Argument in the Fourth Appellate District**

Each division hears oral argument on pending cases one week per month as follows:

San Diego Second full week of each month  
Riverside First full week of each month  
Santa Ana Third full week of each month

### **E-mail Notification**

| You can stay informed about the progress of a case is through the courts' e-mail notification. By entering your e-mail address, you will be informed when any of the following documents are filed in a specific case:

Record on Appeal Filed	Calendar Notice	Remittitur Issued
Brief Filed	Disposition	

| To sign up for e-mail notification for a particular case, the link can be found on the case information page.

### **News Releases**

At the Court of Appeal, there are many activities and announcements that are made regarding the judicial branch.

The Court of Appeal issues all news releases through Lynn Holton, the Public Information Officer for the Judicial Council of California and Administrative Office of the Courts. News releases are available to journalists by e-mail. To subscribe, please send your name, news affiliation, and e-mail address to: PUBINFO@jud.ca.gov.

### **Request to Photograph, Record or Broadcast**

When oral argument in a high profile case is scheduled before the Court of Appeal, journalists may request to photograph, record or broadcast the proceedings. The Court

strictly follows California Rules of Court, rule 980, in exercising its discretion whether to grant or deny such requests.

Rule 980 permits under certain circumstances for court proceedings to be photographed, recorded or broadcast. The rule details the procedures to follow requesting permission for media coverage, the factors considered by the Court, and the extent of the coverage allowed.

Forms MC500 and MC510 are used for such requests. The forms are available at [www.courts.ca.gov](http://www.courts.ca.gov) and must be filed at least five court days before the proceeding unless good cause is shown to shorten the time.

### **Court Statistics Reports**

In an effort to inform the public about the volume and nature of cases that are processed through the California court system, statistical information is available to the media. This information is posted at [www.courts.ca.gov](http://www.courts.ca.gov)

### **Background Information on the Court**

These visitors' guides provide basic information about the structure of the Supreme Court and Courts of Appeal, and generally explain how cases are processed.

Visitors' Guide to the Supreme Court of California  
<http://www.courts.ca.gov/13069.htm>

Visitors' Guide to the California Courts of Appeal  
<http://www.courts.ca.gov/ctappbro.pdf>

The following books may also provide information to journalists who are new to the area of covering the courts:

Dienes, C. Thomas, Newsgathering and the Law (3rd ed. 2005)  
Metcalf, Slade R., Rights and Liabilities of Publishers, Broadcasters, and Reporters (2005)

### **Biographical Information**

Pictures and biographical information on the Justices of the Fourth Appellate District can be found on the Court's web site.